

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
STATE INDUSTRIES TECHNICIAN

DEFINITION

Trains/supervises correctional residents in the manufacture of products or the delivery of services in a state industries product division; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Enforces institutional security rules and inventories/controls the use of tools and keys in the industry work area; takes resident counts and reports absences/rule infractions; searches area for contraband and quells disturbance between residents.

Trains residents in the acquisition of specific skills in the manufacture of state industry products or delivery of services; instructs residents in the operation of machines/equipment and use of industrial chemicals; assigns work to residents under supervision.

Checks machines for proper safety equipment and adherence to Occupational Safety and Health Administration standards; reports/corrects safety violations when noted, certifies only properly-trained residents are allowed to operate machines/equipment and that residents use of safety glasses; inspects work area for sanitary conditions and directs residents in cleaning.

Maintains an inventory of raw materials/supplies on hand and keeps records of disbursement; participates in a physical inventory and informs program coordinator at regular intervals of inventory levels; requisitions raw materials and inspects upon receipt.

Inspects finished products for conformance to federal EPA standards, product specifications, and quality control standards.

Sets-up/operates various machines and equipment used in the state industries product division; performs periodic inspections of machines/equipment and services at regular intervals; prepares written status reports to supervisor on preventive maintenance.

Prepares written performance evaluation on all residents under supervision and provides relevant feedback to counselors; keeps track of residents' hours worked/absenteeism, processes payroll information, and recommends pay raises and job changes.

COMPETENCIES REQUIRED

Knowledge of the occupational hazards and safety measures required in an industrial environment.

Knowledge of industrial machine/equipment set-up operation and maintenance.

Knowledge of the use of industrial chemicals.

Knowledge of the purposes and functions of a correctional institution.

Ability to plan, schedule, and lay out work according to production requirements.

Ability to read and interpret blueprints, production schedules, plans, and product specifications.

Ability to inspect and determine the quality of finished industrial products against federal Environmental Protection Agency product specifications and quality control standards.

Ability to perform preventive maintenance inspections and service of industrial machinery and equipment.

Ability to instruct and supervise residents in the set-up operation and maintenance of industrial machines/equipment, use of industrial chemicals, and skills and techniques utilized in a state industries facility.

Ability to observe and evaluate the work performance of residents.

Ability to think logically and clearly and exercise forceful initiative in emergency situations.

Ability to maintain accurate records on supplies and raw material inventories.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, and attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors, and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity, and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to one year of full-time work involving the direction of employees in one of the following areas related to the manufacture/delivery of Iowa State Industries products or services:

Wood Furniture Fabrication: cutting, planing, shaping, routing, gluing, staining, and assembling wood furniture.

Upholstery Fabrication: cutting patterns, sewing, stitching, tacking, gluing, and assembling fabric and foam upholstery items.

Braille Production: translation of printed documents into Literary and/or Nemeth Code Braille using the Perkins Braille writer and/or computer translation programs, thermoforming, binding, producing raised line drawings.

Graphics Arts Production: layout, proofing, darkroom operation, screen-printing, press operation (offset, duplicator, desktop publishing), binding, and cost estimating.

Chemical Formulation: mixing, blending, bottling, packaging, and labeling personal care, floor care, kitchen, laundry, and bathroom chemical products.

Sign Fabrication: blanking, shaping, and forming metal, wood, and plastic into sign substrate. Application of reflective or non-reflective sheeting to substrate to produce traffic control signs.

Warehouse Operations: receiving, accounting for, storing, and disbursing raw materials, component parts, and finished products. Loading, unloading, routing, and dispatching delivery vehicles.

Service Center Operation: receiving, processing, recording, and fulfilling incoming telephonic calls. Initiating, recording, and servicing outgoing calls. Responding to and servicing mailed and electronically transferred requests for information; using computers to provide services.

Industrial Safety: implementing and administering programs to assure compliance with the standards of regulatory agencies (OSHA, EPA, etc.) in manufacturing plants. Providing safety training to personnel in industrial plants.

Manufacturing Support Services and Production Control: coordinating the disbursement of raw materials and component parts to production shops; scheduling the output of production shops to assure efficient final assembly; scheduling and routing delivery of finished goods; coordinating on-site installation of large projects between production, delivery, contracted vendors, and customers; inventory control; quality control; micro-graphics, or computer based production control and support.

OR

experience equal to one year of full-time work involving the supervision/training of correctional residents or employees in the manufacture/delivery of products or services;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full-time work within the Iowa Department of Corrections with direct offender supervision responsibility.

NOTE:

Designated positions may require applicants to obtain the required Commercial Driver's License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 11/13 SA